



Job Opportunity

State Controller's Office

Position: Personnel Specialist

Statewide

Location: Personnel/Payroll Services Division
300 Capitol Mall, 9th Floor, Sacramento, CA 95814

Issue Date: September 9, 2004

Final Filing Date: Until Filled

Contact/Telephone:

Mary-Anne Reed, 916-322-7972

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates will be given priority.

California Relay Service: 1-800-735-2929

Position Number(s): 051-220-1303-020

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the general supervision of a Payroll Operations Supervisor, the incumbent will be responsible for auditing and processing Personnel Payroll Transactions (PPT's) for the California State University (CSU) campuses. All documentation must be in compliance with established State and Federal laws, rules, policies and procedures. The incumbent will progressively be assigned more complex and difficult duties as appropriate after gaining the necessary experience and training.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Process PPT's in compliance with CSU Chancellor's Office, State and Federal laws, rules, regulations, policies and collective bargaining contract provisions governing Employment History (EH) transaction processing.
- Act as a CSU Audits telephone liaison to communicate with campuses to resolve document processing questions and transactions processing errors.
- Process in-house generated EH update sheets, code EH transactions and review EH records for accuracy. When necessary, initiate corrective actions to maintain EH integrity. Prepare and maintain weekly workload reports.
- Use a personal computer to key-enter EH transactions.

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Personnel/Payroll Services Division

P.O. Box 942850

Sacramento, CA 94250-5877

Attn: Denise Cruz